

# IMPORTANT & ESSENTIAL NEWS FOR RF EMPLOYEES/RESEARCHERS



January 2015

## ***Important & Essential News for RF Employees/Researchers***

*In this January 2015 Issue*

### *Grant Administration*

*OMB Guidance effective*

### *APPO*

*New Mileage Rates 1/1/15*

### *Human Resources*

*Employee Self Service using Internet*

*Explorer Browser*

*Pay Card vs Paper Check*

*Timely Submission of Attendance Reports*

### *Sponsored Programs*

*Email Address Change*

## **New Uniform Guidance**

The new OMB Uniform Grant Guidance became effective December 26, 2014.

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards> Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) of the Guidance contains significant changes regarding the allowability of general purpose costs or costs not normally associated directly with research activities. For instance, the guidance no longer allows for the purchase of food and beverages for general staff meetings. The only time these costs are allowable is if the purpose of the meeting is to disseminate technical information beyond the recipient entity.

Please read the [document](#) and review the [allowability chart](#) carefully. If you have any questions, you may contact Donna

Scuto at [scutodl@buffalostate.edu](mailto:scutodl@buffalostate.edu) or at 878-6700, #5.

## **New Mileage Rates Effective 1/1/2015**

Please be advised that the IRS has released new mileage rates effective January 1, 2015. The new rate for business miles driven will be **\$.57.5**. The [RF Travel Handbook](#) has links directly to the IRS mileage reimbursement rate pages.

## **Using RFSUNY Self Service Module in Internet Explorer Browser to Manage W-2's, payslips etc.**

RF employees are encouraged to use the RFSUNY self service [module](#).

It has come to our attention that there are known issues with Self Service in the newest version of the Mozilla Firefox and Google Chrome browsers. If possible please try using Microsoft Internet Explorer to access Self Service. If you have any questions, please email SUNY RF Customer Services at [customerservices@rfsuny.org](mailto:customerservices@rfsuny.org) or call SUNY RF Customer Services at (518) 434-7222 for assistance.

1/26/2015

## Important & Essential News for RF Employees/ Researchers cont'd

### RF Introduces Key Bank Pay Card

Effective January 2, 2015, RF employees will be able to sign up for a new payroll option. The Key Bank Pay Card will make receiving your payroll funds simple, and more efficient. This paperless process eliminates delayed, lost or stolen checks.

#### ***How it works-***

Each payday, your net pay is automatically deposited to your personalized, re-loadable payroll card. The Key Bank Pay Card allows you to access your funds 24 hours a day at Key Bank branches and ATMs at no charge. You can also get cash back at MasterCard bank locations with no charge.

The Key Bank Pay Card is a prepaid debit card, not a credit card; each time the card is used, the purchase amount is deducted from the available balance.

#### ***How to enroll***

Employees can go to their local HR/Payroll office to complete a Pay card enrollment form and pick up your Key Bank Pay Card Welcome packet.

See the [Key Bank Pay Card FAQ](#) for more information.

### Timely Submission of Attendance Reports

Hourly and Biweekly Attendance Reports and Exception Reports should be submitted at the end of the work period for which time is being reported and no later than the end of the next reporting period.

Effective immediately, any attendance report or exception report submitted late must include an explanation from the employee's supervisor (person designated to approve their attendance or exception report) for the untimely submission.

If you have any questions, please contact the Sponsored Programs Human Resources Office at 716-878-4046 or Chris Goff at [goffce@buffalostate.edu](mailto:goffce@buffalostate.edu).

### Sponsored Programs Staff Email Address Change

The email addresses for individuals in Research and Sponsored Programs (SPO) (formerly known as the RF) and Center for Development of Human Services (CDHS) at Buffalo State have changed to **xxxxx@Buffalostate.edu**

Previously there have been a couple different naming standards for RF employee emails that may remain in your personal email autofill directory that need to be deleted.

Please take a minute to **delete** email addresses using the **rf. Buffalostate.edu extension**; the forwarding feature is discontinued and we want to ensure all communication is received.

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Your feedback is welcomed. Please share thoughts/comments at [rftcomm@buffalostate.edu](mailto:rftcomm@buffalostate.edu).